

3 February 2014

1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

City & Guilds

601/0694/3 Level 3 Diploma in Health Informatics

OVERVIEW

What does this qualification cover?

The qualification provides learners with the skills and knowledge to enable a learner to become involved in the handling and management of electronic and paper based data and information, using IT and manual systems. This could include day-to-day management of patient records, validation and coding of data and the analysis, reporting and use of data to support the quality of information.

There are six mandatory units;

- Managing health informatics in healthcare settings
- Principles of Managing Information and Producing Documents
- Communication skills for working in the health sector
- Identify information requirements in a health context
- Manage own performance in a business environment
- Promote good practice in handling information in health and social care settings

And select from optional units to improve skills and knowledge in a particular area that can include 20 credits from;

- Communicate in a business environment
- Produce coded clinical data for external audit purposes
- Prepare, conduct and report the results of a clinical coding audit
- Quality Management of ICT Products and Services
- Understanding Bilingualism in Work
- Maintaining quality standards in the health sector
- Principles of Managing Information and Producing Documents in a Business Environment
- Analyse and present health related data and information
- Contribute to decision-making in a business environment
- Analyse and report data
- Data management software
- Service improvement in the health sector
- Deliver, monitor and evaluate customer service to external customers
- Identify information requirements in a health context
- Plan and manage a project
- Manage and evaluate an information system
- Deliver training through demonstration and instruction



And 15 or more credits from;

- IT security for users
- Principles of Working in the Public Sector
- Specialist software
- Using collaborative technologies
- Project Management Software
- Word processing software
- Spreadsheet software
- Creating an object oriented computer program
- Creating a procedural computer program
- Creating an event driven computer program
- Database software

This is a Framework qualification.

Who could take this qualification?

The City & Guilds Level 3 Diploma in Health Informatics has been developed for those with some experience in working with data/information within a health environment, especially where the data/information is held digitally, and seeking to become an Apprentice in an Assistant Practitioner role on the Health Informatics Career Framework (HICF) and further develop their own skills and knowledge.

This qualification is suitable for a wide age range starting at 16.

What could this qualification lead to?

Will the qualification lead to employment?

This qualification provides underpinning skills and knowledge of Health Informatics that would provide access to the HICF in the role of;

- Assistant Practitioner (Informatics)

Undertaking the Clinical Coding units will provide some skills and knowledge to progress to taking the IHRM professional certificates for Clinical Coders.

Will the qualification support progression to further learning?

The City & Guilds Level 3 Diploma in Health Informatics a range underpinning knowledge and skills that would allow a learner could see a learner progress onto leadership and management qualifications such as:

- 600/5786/5 City & Guilds Level 3 Certificate in Coaching and Mentoring
- 600/5963/1 City & Guilds Level 3 Certificate in Principles of Leadership and Management
- 600/5787/7 City & Guilds Level 3 Award in Service Improvement

This qualification is the main product within the;

- Advanced Apprenticeship in Health Informatics

Using this size of qualification

The Diploma has been designed to provide appropriate skills and knowledge to undertake a role as an Assistant Practitioner (Informatics) with specific responsibility, based on optional units taken, to follow a career on the Health Informatics Career Framework

Who supports this qualification?

Professional Body:

Dr Ira Laketic-Ljubojevic BSc (Hons) DPhil
Informatics Development Lead
Health & Social Care Information Centre

T: 07789 652433

E: ira.laketic-ljubojevic@hscic.gov.uk

W: www.hscic.gov.uk

T Brownlie

Chief Executive

The Association of Medical Secretaries, Practice Managers, Administrators and Receptionists

T: 0207387 6005

W: www.ampsar.co.uk